

# VACANCY NOTICE

2011- 25

CS-376

REV(08/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

A061611

Description of Position	TITLE OF POSITION: <b>Employment and Training Asst.</b>	CLASSIFICATION CODE: 02432100
	SALARY RANGE: (316A) \$35,121- \$38,277 Annually	REFERENCE POSITION NO.: 1640-10000-00098
	Labor & Training Workforce Regulation & Safety	APPLICATION PERIOD: <b>07/18/11- 07/24/11 by 4:00 pm</b>
	DEPARTMENT DIVISION/SECTION/UNIT	<b>Three day grace period for Council 94 employees ends 07/27/11 by 4:00 pm</b>
	Assignment(s) / Comments	
	Shift and Days: Monday-Friday, 8:30am-4:00pm	Job Location: Professional Regulation
	Restrictions/Limitations: <b>Limited to Leave to Protect Status 7/15/12</b>	
	Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Name of Bargaining Unit Union: <b>AFSCME, Council 94, Local 2869</b>	
	There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>
To perform a variety of para-profesional support functions within the scope of operations of the Department of Labor and Training; and to do related work as required.		
<b>Please See Attached Job Specification</b>		
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	<b>EDUCATION:</b> Such as may have been gained through: graduation from a senior high school; and <b>EXPERIENCE:</b> Such as may have been gained through: employment in a position performing a variety of clerical and secretarial functions including simple computations, basic interviewing and providing information to telephone and personal inquiries. <b>OR</b> , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail.	
	<b>EMAIL, OR MAIL YOUR RESUME OR CS-14 APPLICATION TO:</b>	
	Betsey Porter General Government Service Center Department of Administration One Capitol Hill, 3rd Floor Providence, RI 02908	
	Telephone #: (401) 222-5721	
	EMAIL: <a href="mailto:betseyp-resume@hr.ri.gov">betseyp-resume@hr.ri.gov</a>	
	TTY/TDD #: #711	
	(Telecommunication Device for the Deaf)	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

**CLASS TITLE: EMPLOYMENT AND TRAINING ASSISTANT**

**Class Code: 02432100**

**Pay Grade: 16A**

**EO: E**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform a variety of para-professional support functions within the scope of operations of the Department of Labor and Training; and to do related work as required.

**SUPERVISION RECEIVED:** Works under immediate supervision; work is reviewed in process and upon completion to ensure conformance with instructions, procedures and methods.

**SUPERVISION EXERCISED:** Usually none, but may lead clerical or temporary employees assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform a variety of para-professional support duties associated with provisions of the Employment Security, Temporary Disability Insurance, Job Training Partnership Acts and related unemployment acts.

To locate, select and compile data, information and facts from references or specialized sources.

To compare data from a variety of sources for accuracy and completeness.

To extract information from various sources to fill out special forms and reports.

To prepare summaries, tabulations and lists from compiled information for agency reports and other data collection activities.

To compile statistical data using calculators or conversion tables.

To participate in the processing and maintenance of financial, personnel and other records.

To handle important but routine correspondence.

To obtain information and recommendations relating to specific problems activities and policies through contract with officials and personnel.

As required, to perform other paraprofessional duties to ensure the quality of services to clients, employers department staff.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of office practices; a working knowledge of correct English usage, spelling and punctuation; the ability to make simple tabulating and arithmetical computations; the ability to read and understand written directions; the ability to compile data for reports; the ability to determine the mathematical accuracy of records, receipts and disbursements; the ability to organize and compose simple correspondence, charts and numerical/tabular material; the ability to use reference materials, manuals and guides; the ability to carry out detailed and technical instructions; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a senior high school; and

**Experience:** Such as may have been gained through: employment in a position performing a variety of clerical and secretarial functions including simple computations, basic interviewing and providing information to telephone and personal inquiries.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 25, 1991

Editorial Review: 3/15/2003